

Information Communication Technology User Policy

1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the Victorian Certificate of Applied Learning (VCAL) at Foundation, Intermediate and Senior levels for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their individual personal, social and educational potential.

The College and its staff will use a range of ICT methods to create, innovate and maintain student records.

2. Purpose

The purpose of this policy is to explain clearly how the Staff and Students are to use the IT resources within the College.

3. Scope

This policy applies to college staff, volunteers, contractors and students/parents/guardians.

4. Definitions

Student/parents/guardians	includes the College students and their parents/guardians
ICT/Information Communication Technology	ICT refers to technologies that provide access to information through telecommunications. This includes the Internet, wireless networks, cell phones, and other communication mediums.

5. Responsibilities

The Principal is responsible for ensuring:

1. this policy is implemented in accordance with commonwealth and state privacy legislation; and
2. information in this Policy is kept up to date.

6. Communication

This Information Technology User policy and the Acceptable User Agreement is available on the College website, Compass and hard copies can be obtained from the College Reception.

7. Policy

The School's Internet Network is for education, not for personal use such as entertainment.

Use of the network is a privilege, not a right.

Email is not private. The system operators have access to all user account directories and data, email, personal web pages, and any other files stored on system servers.

System operators may delete files at any time for storage reasons.

Students given log-on access are responsible at all times for the proper use of the computers.

Any inappropriate use will result in the cancelling of the privilege of use and, if deemed appropriate, other disciplinary action.

Network users should change their passwords frequently.

Network users shall not give their password information to anyone else, nor allow anyone else to use their account.

Students may only get accounts on the network from a teacher at the the school

7.1 Breach of Acceptable User Agreement

The following may result in loss of access, contact initiated by the school with parents (where breaches of this policy are committed by students), police involvement, or any other action that the school considers appropriate, and apply equally to staff, students or other people associated with the school:

- Using the network to hack into any other computer system, or to go beyond the user's authorised access on the school network. This includes attempting to login through another person's account, attempting to access another person's file, attempting to disrupt any computer system's performance, attempting to destroy data on any computer system.
- Using the network for commercial purposes, financial gain, advertisements, business endorsements, or religious or political lobbying.
- Using the network to get an email account or web page opening privileges on another service provider.

The following may result in the school's taking disciplinary measures regardless of whether the actions described involve school computers or other devices, or private computers or other devices including tablets and phones:

- Using profanities, obscenities or offensive language, or using another person's identity by purporting to be that person when, for example, sending emails or interacting on social media
- Attacking people on the grounds of race, religion, race, colour, national origins, disabilities, gender or sexual persuasion or in any other way.
- Harassing other people, for example, by using a network in a way that bothers them and not stopping when asked to do so.

8. Associated documents and legislation

Associated policies and procedures	Duty of Care Policy Behaviour Management Policy Student Wellbeing and Engagement Policy Bullying, Harassment and Cyber Bullying Prevention Policy Supervision Procedure
Other associated documents Internal	Acceptable User Agreement
Relevant legislation	<i>Privacy Act 1988 (Cth)</i> <i>Privacy Amendment Act 2004 (Cth)</i> <i>Privacy Amendment Act 2017 (Notifiable Data Breaches) (Cth)</i> <i>Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)</i> <i>Child Wellbeing and Safety Act 2005 (Vic)</i> <i>Child Wellbeing and Safety Regulations 2017 (Vic)</i> <i>Information Privacy Act 2000 (Vic)</i> <i>Privacy and Data Protection Act 2014 (Vic)</i>
Other associated documents External	VRQA Guidelines to the Minimum Standards and Requirements for School Registration

Document No:	072	Version no:	1	Classification:	Welfare
Document owner:	Principal	Authorised by:	School Council		
Issue date:	30 June 2020	Review date:	30 June 2022		